

**New Jersey Department of Health and Senior Services  
Nursing Home Administrators Licensing Board**

**APPLICATION FOR APPROVAL OF  
NURSING HOME ADMINISTRATOR-IN-TRAINING PROGRAM  
OR  
ASSISTANT ADMINISTRATOR POSITION**

Mailing Address:  
PO Box 367  
Trenton, NJ 08625-0367

Overnight Services (UPS, FedEx, Airborne):  
120 South Stockton Street, Lower Level  
Trenton, NJ 08611-1730

Name of Applicant		Social Security Number	
Street Address			
City, State, Zip		Telephone Number	
Name of Licensed Long Term Care Facility Training Site			
Street Address			
City, State, Zip		Telephone Number	
Type of Program <input type="checkbox"/> Administrator-in-Training (N.J.A.C. 8:34-4.2) <input type="checkbox"/> Assistant Administrator (N.J.A.C. 8:34-4.1) <input type="checkbox"/> Equivalency-Graduate School Program (N.J.A.C. 8:34-4.4)			
If a waiver of any of the internship is being requested, state the specific reasons that justify this and include any supporting documentation. (To be completed by the applicant) (N.J.A.C. 8:34-1.8)			
Total Number of Hours to be Completed	Program Start Date _____ / _____ / _____		Anticipated Completion Date _____ / _____ / _____
Work Plan for Administrator-in-Training Program (To be completed by the preceptor, outlining the length of time in each of the nine required areas and type of experience that will be provided for the applicant.) (Attach additional sheets if necessary.)			
Signature of Applicant		Date	
<p align="center"><b>STATEMENT BY PRECEPTOR FOR ADMINISTRATOR-IN-TRAINING</b></p> <p>I am currently and have been licensed as a Nursing Home Administrator in New Jersey for at least five (5) years and have actively practiced as a Nursing Home Administrator in a long term care facility for the immediate past three (3) years (N.J.A.C. 8:34-4.3).</p>			
Name of Preceptor (Must be Licensed Nursing Home Administrator)		NJ License Number	
Signature of Preceptor		Date	
<b>FOR STATE USE ONLY</b>			
Approved <input type="checkbox"/> Yes <input type="checkbox"/> No	Signature		Date of Approval